



Mutual Recognition Arrangements (MRA)

Scheme

Recognising Foreign Testing Laboratories and Certification Bodies for Conformity Assessment

IDA MRA REC SCHEME

Issue 2, September 2014

Info-Communications Development Authority of Singapore
Resource Management & Standards Division
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1 Introduction

- 1.1 The Infocomm Development Authority of Singapore (“IDA”) recognises conformity assessment bodies (“CAB”) designated by the Designating Authority of Mutual Recognition Arrangement (“MRA”) partners, and accepts results of the conformity assessment performed by these bodies to IDA’s technical regulations and administrative arrangements.
- 1.2 This document outlines the process to be followed, and the conditions and requirements to be fulfilled by these foreign CABs (testing laboratories or certification bodies) seeking recognition to perform conformity assessment to the IDA technical regulations.
- 1.3 Designation means the authorisation by a Designating Authority (“DA”) of a CAB to undertake specified conformity assessment activities under the terms of an MRA. This may include procedures defined by IDA for telecommunication equipment and the associated EMC and/or electrical safety requirements.
- 1.4 Foreign testing laboratories and certification bodies may contact their Designating Authorities for designation and notification to IDA provided that their countries have an MRA with IDA Singapore. Please refer the following links for more information.

<http://www.ida.gov.sg/Policies-and-Regulations/International-Relations-For-Telecom/Testing-Laboratories-and-Certification-Bodies-Recognised-by-IDA>

<http://www.ida.gov.sg/Policies-and-Regulations/International-Relations-For-Telecom/Mutual-Recognition-Arrangement-on-Telecommunications-Equipment>

2 References

ISO/IEC 17025: 2005	General requirements for the competence of testing and calibration laboratories
ISO/IEC 17065 ¹ : 2012	Conformity Assessment – Requirements for bodies certifying products, processes and services
ISO/IEC Guide 65: 1996	General requirements for bodies operating product certification systems

3 Definitions

Accreditation Body is a body appointed by a Party to conduct and administer an accreditation system that grants accreditation to testing laboratories or certification bodies for conformity assessment of telecommunication equipment.

Administrative Arrangements are publicly available procedures or legal arrangements within a Party’s jurisdiction which have impact on the conformity assessment procedures for telecommunication equipment within the scope of an MRA.

Conformity Assessment is any activity concerned with determining that the relevant requirements are fulfilled. Typical examples of conformity assessment activities are testing, evaluation, verification, assurance of conformity (supplier’s declaration and certification), registration, accreditation and approval as well as their combinations.

Conformity Assessment Body refers to a third party or a supplier’s testing laboratory, or a certification body that performs conformity assessment to an importing Party’s Technical Regulations.

¹ ISO/IEC 17065 (2012) has replaced ISO/IEC Guide 65 (1996). However, a transition period of 3 years (from 15 September 2012) has been given for certification bodies to align, and update their certification schemes and accreditation status to ISO/IEC 17065 before 15 September 2015. The IDA CB Checklist given in Annex 3, provides a guideline for the CB in transition to align its operation to the ISO/IEC 17065.

Designating Authority is a body with authority and competence to designate, list, verify the compliance of, limit the designation of, and withdraw the designation of CABs within its jurisdiction.

Designated CAB refers to a conformity assessment body designated by IDA.

Designated testing laboratory refers to a testing laboratory designated by IDA.

Designated certification body refers to a certification body designated by IDA.

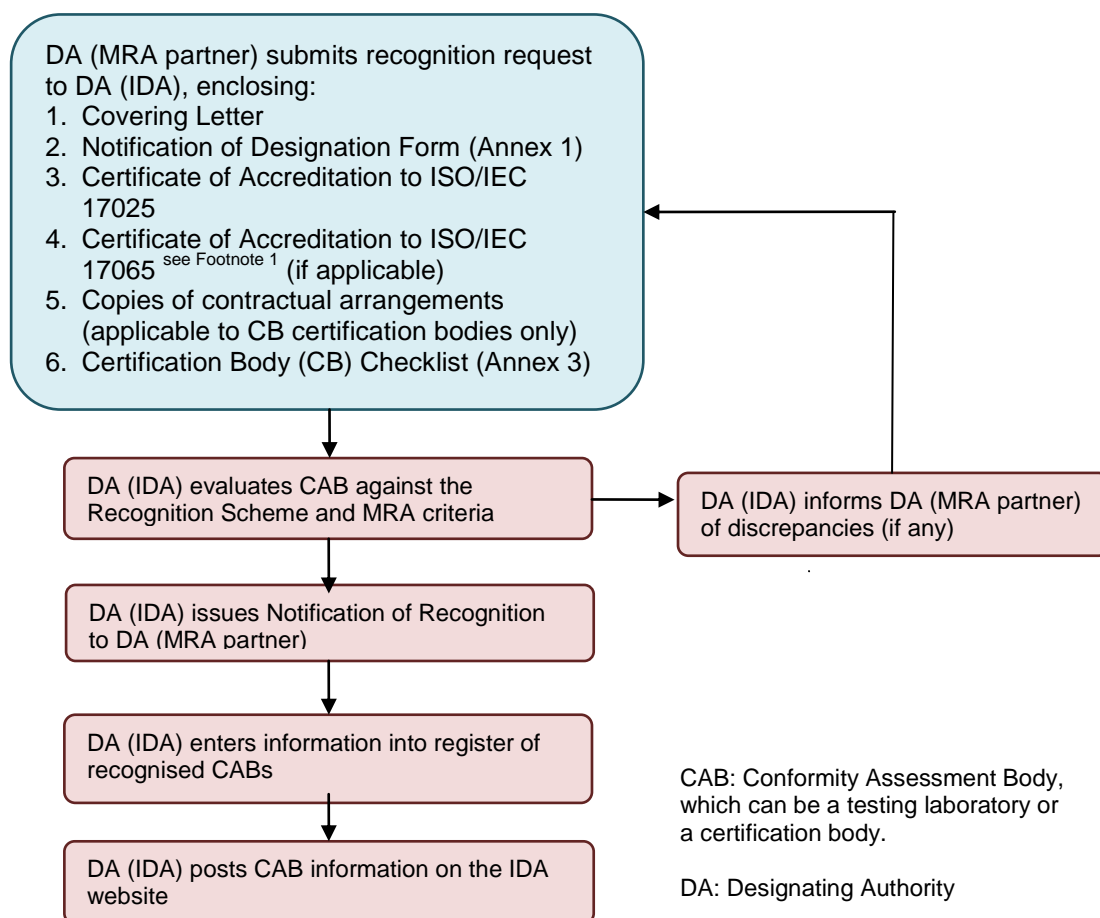
Party refers to a member country that chooses to join an MRA.

Supplier refers to the party that is responsible for ensuring that products meet and, if applicable, continue to meet, the requirements on which the certification is based.

Technical Regulations are those technical requirements, legislative and regulatory provisions, and administrative arrangements that a Party has specified pertaining to the registration, testing or certification of equipment in which compliance is mandatory.

Telecommunication equipment or **equipment** refers to line terminal equipment and radio-communication equipment.

4 Conceptual Scheme of Designation



Schematic Diagram for Recognition of CABs

5 Scope of Accreditation and Designation

- 5.1 An MRA partner may accredit and designate test laboratories to carry out tests to one or more of the applicable IDA technical regulations for the line terminal and/or radio-communication equipment under test (see Annex 2).
- 5.2 An MRA partner may accredit and designate certification bodies to certify equipment to one or more of the applicable IDA technical regulations under the scope for line terminal and/or radio-communication equipment in Annex 2. The scope of equipment permitted is dependent on the certification bodies' core testing capabilities, knowledge and expertise in evaluating test data and reports to the IDA technical regulations. The minimum set of testing capabilities expected of certification bodies to be considered for a particular scope of accreditation and designation is substantiated by supporting evidence for item 3.1 of the IDA CB Checklist given in Annex 3.

6 Eligibility of Foreign Testing Laboratories and Certification Bodies

- 6.1 To be eligible for recognition as an IDA recognised test laboratory, the organisation must fulfil the following requirements:
- (a) Must be an entity legally identifiable and located in an MRA partner country;
 - (b) Must be accredited in accordance with ISO/IEC 17025 for testing laboratories in the relevant areas of telecommunications, EMC or electrical safety by an Accreditation Body appointed by the MRA partner; the accreditation shall be relevant to the equipment types and technical regulations for which designation is sought;
 - (c) Shall have the capability and technical competence in performing the tests against the technical regulations concerned; and
 - (d) Shall have expert knowledge of all the applicable technical regulations and administrative requirements relevant to the conformity assessment of the equipment.
- 6.2 To be eligible for recognition as an IDA recognised certification body, the organisation must fulfil the following requirements:
- (a) Must be an entity legally identifiable and located in an MRA partner country;
 - (b) Must be accredited in accordance with ISO/IEC 17065 ^(see Footnote 1) for equipment certification bodies in the relevant areas of telecommunications, EMC or electrical safety by an Accreditation Body appointed by the MRA partner; the accreditation shall be relevant to the equipment types and technical regulations for which designation is sought;
 - (c) Shall have testing facilities accredited in accordance with ISO/IEC 17025 in the relevant areas of telecommunications, EMC or electrical safety by an Accreditation Body appointed by the MRA partner; the accreditation shall be relevant to the equipment types and technical regulations for which designation is sought; and/or have arrangements with testing laboratories that are recognised by IDA under MRA or have been evaluated by the certification body to be competent in accordance with ISO/IEC 17025;
 - (d) Shall have the capability and technical competence in performing the tests and certification against the technical regulations concerned; and
 - (e) Shall have expert knowledge of all the applicable technical regulations and administrative requirements relevant to the conformity assessment of the equipment.

7 Recognition Procedure

- 7.1 Designating Authorities of MRA partners shall ensure that the CABs (testing laboratories or certification bodies) meet the relevant requirements of this Scheme before submitting the request for recognition to the following address:

Manager
Resource Management & Standards
Infocomm Development Authority of Singapore (IDA)
10 Pasir Panjang Road
#10-01 Mapletree Business City
Singapore 117438
Fax: (65) 6659 2502

- 7.2 The request for recognition of testing laboratory shall include the following:

- (a) Covering letter from DA (MRA partner);
- (b) Notification of Designation Form (format shown in Annex 1); and
- (c) Certificate of Accreditation to ISO/IEC 17025 by an Accreditation Body appointed by the MRA partner, indicating the scope of accreditation, and including information that the testing laboratory has been accredited to ISO/IEC 17025 to the technical regulations, standards or specifications for which the testing laboratory has been designated by the Designating Authority of the MRA partner.

- 7.3 The request for recognition of certification body shall include the following:

- (a) Covering letter from DA (MRA partner);
- (b) Certificate of Accreditation to ISO/IEC 17065 ^(see Footnote 1) by an Accreditation Body appointed by the MRA partner, indicating the scope of accreditation, and including information that the certification body has been accredited to the technical regulations, standards or specifications for which certification body has been designated by the Designating Authority of the MRA partner;
- (c) Certificate of Accreditation to ISO/IEC 17025 by an Accreditation Body appointed by the MRA partner, indicating that the certification body has access to testing facilities accredited to ISO/IEC 17025 in the relevant areas of telecommunications; or has arrangements with accredited testing laboratories recognised by IDA;
- (d) Copies of contractual arrangements made by the certification body with other testing laboratories (if any); and
- (e) Checklist to show that the certification body meets the requirements of IDA for which recognition is sought (a copy of IDA CB Checklist given in Annex 3 is to be completed and returned to IDA with the supporting references).

- 7.4 The DA (MRA partner) shall mention in the covering letter the name of the MRA and CAB (testing laboratory or certification body), and the scope for which recognition is sought with reference to the applicable IDA Technical Regulations. The scope of designation shall be limited to the scope for which accreditation is granted by an Accreditation Body appointed by the MRA partner.

- 7.5 Upon receipt of a Notification of Designation from the DA (MRA partner), IDA will evaluate the information provided by the DA (MRA partner) under the terms and conditions of the MRA.

- 7.6 IDA will normally recognise a CAB that has been accredited by an Accreditation Body appointed by the MRA partner. If there is a question about a CAB, IDA will seek clarification with the DA (MRA partner), the Accreditation Body and the CAB. Upon completion of

evaluation, IDA will issue a Notification of Recognition to the DA (MRA partner), stating the scope for which recognition is given.

- 7.7 List of IDA recognised CABs is updated and available from the IDA website.
- 7.8 Validity of IDA's recognition of the CAB is subject to its continuation of its designation status with the Designating Authority of the MRA partner, and accreditation status with the Accreditation Body appointed by the MRA partner.

8 Obligations of the Recognised Testing Laboratory

- 8.1 Recognised testing laboratories shall ensure that they maintain their accreditation status from their Accreditation Body appointed by the MRA partner.
- 8.2 Recognised testing laboratories shall ensure that their testing of equipment is in accordance with the procedures, rules and policies of IDA or the requirements as provided for under the MRA.
- 8.3 Recognised testing laboratories are advised to avoid testing equipment for the Singapore market that has already been set out as prohibited equipment in the Third Schedule of the Telecommunication (Dealers) Regulations 2004, the Telecommunication (Dealers) (Amendment) Regulations 2007, and the Telecommunication (Dealers) (Amendment) Regulations 2013, listed as follows:
- (a) Scanning Receivers;
 - (b) Military Communication Equipment;
 - (c) Telephone Voice Changing Equipment;
 - (d) Radio-communication Equipment operating in frequency bands 880-915 MHz, 925-960 MHz, 1900-1980 MHz and 2110-2170 MHz except Cellular Mobile Phones or such other equipment approved by IDA; and
 - (e) Radio-communication Jamming Devices operating in any frequency band.
- 8.4 Recognised testing laboratories shall immediately notify IDA through their Designating Authorities (MRA partners) on any of the following:
- (a) Changes in its legal, commercial, organisation or accreditation status;
 - (b) Changes of premises;
 - (c) Changes which may affect continuing compliance with any of the criteria or requirements specified by IDA or the relevant MRA.
- 8.5 Recognised testing laboratories shall fully indemnify and hold IDA harmless from and against all liabilities, damages, claims, costs and expenses incurred or sustained by IDA as a result of any action taken or omitted to be taken by IDA relating to the designation of such testing laboratories.
- 8.6 Recognised testing laboratories shall comply with such terms and conditions of designation as IDA may publish from time to time.

9 Obligations of the Recognised Certification Bodies

- 9.1 Recognised certification bodies shall ensure that they maintain their accreditation status from their Accreditation Body appointed by the MRA partner.
- 9.2 Recognised certification bodies shall ensure that their testing, evaluation and certification of equipment is in accordance with the procedures, rules and policies of IDA or the requirements as provided for under the MRA.
- 9.3 Equipment certification carried out by a recognised certification body shall be based on an application package of a certification scheme, comprising:
- (a) An application form;
 - (b) Test reports from type testing of a sample model of equipment to IDA's technical regulations (telecommunications, EMC, electrical safety and EMR where applicable) by testing laboratories accredited to ISO/IEC 17025;
 - (c) Four colour photographs capturing front, rear, side view and product label of the equipment which shows trade and product name; and
 - (d) A set of technical documents consisting of a general description of the equipment, technical data, facilities supported by the equipment, sales brochures and other related documents.
- 9.4 Recognised certification bodies are advised to avoid certifying equipment for the Singapore market that has already been set out as prohibited equipment in the Third Schedule of the Telecommunication (Dealers) Regulations 2004, the Telecommunication (Dealers) (Amendment) Regulations 2007, and the Telecommunication (Dealers) (Amendment) Regulations 2013, listed as follows:
- (a) Scanning Receivers;
 - (b) Military Communication Equipment;
 - (c) Telephone Voice Changing Equipment;
 - (d) Radio-communication Equipment operating in frequency bands 880-915 MHz, 925-960 MHz, 1900-1980 MHz and 2110-2170 MHz except Cellular Mobile Phones or such other equipment approved by IDA; and
 - (e) Radio-communication Jamming Devices operating in any frequency band.
- 9.5 Recognised certification bodies using the services of subcontracting laboratories (outsourcing) shall remain responsible for the tests and shall ensure that the laboratory is designated by IDA, or accredited to ISO/IEC 17025 or evaluated by them to be competent in accordance with ISO/IEC 17025 and testing to IDA's technical regulations.
- 9.6 After issuing a certificate of conformity, the recognised certification body when requested by IDA, shall submit a copy of the certificate and application package to IDA in English Language.
- 9.7 Recognised certification bodies shall have a record system which provides for a retention period of 5 years for documents related to the equipment certification.
- 9.8 The duties of a recognised certification body shall include the publishing and maintaining of a list of equipment certifications, submission of testing/evaluation/certification reports and other information, participation in appropriate proficiency testing programs and carrying out of tasks as requested by IDA or required under the MRA, as appropriate. All information and reports submitted to IDA shall be in English Language.

- 9.9 Recognised certification bodies should perform post-certification surveillance activities for products certified by them as required by IDA or the relevant MRA. Surveillance undertaken by the recognised certification body should give assurance that certified products continue to comply with the technical regulations to which they are certified. Recognised certification bodies should report results of the surveillance to IDA.
- 9.10 If during post-certification surveillance of certified equipment, a recognised certification body determines that the equipment fails to comply with the applicable technical regulations, it shall immediately notify the equipment supplier, the appropriate importing Party and IDA. The recognised certification body shall also provide a follow-up report within thirty days of the action taken by the supplier to correct the situation.
- 9.11 Recognised certification bodies should have a procedure to inform IDA within 14 days of any changes that will affect the conformity of the certified equipment.
- 9.12 Recognised certification bodies shall not:
- (a) Grant a waiver of conformity to any of the applicable IDA technical regulations;
 - (b) Grant a change in ownership of certificates; and
 - (c) Perform equipment certification on types of telecommunication equipment that do not have the applicable IDA technical regulations or specifications established and published.
- 9.13 Recognised certification bodies shall immediately notify IDA on any of the following:
- (a) Changes in its legal, commercial, organisation or accreditation status;
 - (b) Changes of premises; and
 - (c) Changes which may affect continuing compliance with any of the criteria or requirements specified by IDA or the relevant MRA.
- 9.14 Recognised certification bodies shall fully indemnify and hold IDA harmless from and against all liabilities, damages, claims, costs and expenses incurred or sustained by IDA as a result of any action taken or omitted to be taken by IDA relating to the recognition of such certification bodies.
- 9.15 Recognised certification bodies shall comply with such terms and conditions as IDA may publish from time to time.

10 Reference to Recognition Status

- 10.1 Recognised CABs (testing laboratories or certification bodies) may advertise their recognition status with regard to standards or parts thereof which are included in the scope of designation that has been recognised by IDA.
- 10.2 The advertisement must not imply or otherwise suggest that IDA has endorsed the product or imply that the recognised CAB is an agent or representative of IDA.
- 10.3 Recognised CABs whose designations have been suspended or withdrawn for any reason shall discontinue advertisement of their recognised status and not make any misleading statements regarding their recognition status.

11 Withdrawal of Recognition

- 11.1 IDA will suspend or withdraw the recognition of a CAB (testing laboratory or certification body) if:
- (a) The recognised CAB 's accreditation has been withdrawn by the Accreditation Body appointed by the MRA partner;
 - (b) It is found that the recognised CAB is not complying with the criteria or requirements of this Scheme, or with the requirements that it has been designated to; or
 - (c) IDA determines there is a just cause for withdrawing the recognition.
- 11.2 A recognised CAB whose designation has been suspended or withdrawn by the Designating Authority of the MRA partner will be removed from the list of recognised CABs.
- 11.3 In situations where a formal review process exists, such as in MRAs, IDA may only issue the recognition suspension to the recognised CAB until the completion of the formal review process.

Notification of Designation

Designated by [Name of Party]		
Designation Authority Information		
Name of Designating Authority: Physical address: Mailing address: Home page address: Name & Title of contact person: Phone: Fax: Email address:		
Reference: [Name of MRA]		
Date of Notification:		
Testing Laboratory / Certification Body* Information		
Name of Testing Laboratory / Certification Body*: Six-character Identifier: Physical address: Mailing address: Home page address: Name & Title of contact person: Phone: Fax: Email address:		
IDA Technical Regulations for which this Testing Laboratory / Certification Body* has been designated		
Technical Regulation	Designated since	Accredited since
Designation Procedure		
Technical Qualification:	[The testing laboratory / certification body* fulfils the requirements specified in the MRA, based on accreditation according to ISO/IEC 17025:2005 and/or ISO/IEC 17065: 2012*.]	
Title of the Designation Procedure:	[e.g. IDA Scheme for Recognising Testing Laboratories and Certification Bodies for Conformity Assessment of Telecommunication Equipment]	
Version date:		
Accreditation Procedure		
Name of Accreditation Body:		
Accreditation Certificate Number:		
Date of Issue:		
Date of Expiry:		
Scope of Accreditation:	[Itemised under Schedule of the Accreditation Certificate which also includes items listed under "Technical Regulations for which this Testing Laboratory / Certification Body* has been designated".]	

* Delete whichever inapplicable

List of Technical Regulations

Table 1 - Technical Specifications for Line Terminal Equipment

No.	Reference	Date of Issue	Title of Specification
1.	PSTN Terminal Equipment		
	IDA TS PSTN	Oct 13	Technical Specification for Terminal Equipment connected to Network Terminating Equipment or the Public Switched Telephone Network for access to voice band services
2.	ADSL Modems & Access Equipment		
	IDA TS ADSL	Oct 13	Technical Specification for Asymmetric Digital Subscriber Line Modems
3.	ISDN Equipment		
	IDA TS ISDN	Oct 13	Technical Specification for Terminal Equipment connected to the Integrated Services Digital Network
4.	Digital Leased Circuit Equipment		
	IDA TS DLCN	Oct 13	Technical Specification for Terminal Equipment connected to 2 Mbit/s, 34 Mbit/s and 140 Mbit/s Digital Leased Lines
5.	Cable Modems		
	IDA TS CM	Oct 13	Technical Specification for Cable Modems connected to High-Speed Data-Over-Cable-Systems
6.	Home Networking		
6.1	IDA TS PLC	Aug 12	Technical Specification for Powerline Communications Home Networking
6.2	IDA TS CCHN (in force 21 Aug 2014)	Jul 14	Technical Specification for Coaxial Cable Home Networking

Note: Please download the latest version (Issue & Revision) of the applicable IDA Technical Specification in force, and track developments for new release, revision or withdrawal of any Technical Specification from IDA's website:

<http://www.ida.gov.sg/Policies-and-Regulations/Industry-and-Licensees/Standards-and-Quality-of-Service>

The requirements to comply with IEC 60950-1 for electrical safety and IEC CISPR 22 for electromagnetic compatibility (IDA EMC framework) are defined in the Technical Specifications as part of the conformity assessment requirements together with the telecommunications part.

Any change of technical requirements is highlighted in the Addendum/Corrigendum to the respective IDA Technical Specifications.

List of Technical Regulations

Table 2 - Technical Specifications for Radio-Communication Equipment

No.	Reference	Date of Issue	Title of Specification
1.	Short Range Devices		
	IDA TS SRD	Apr 13	Technical Specification for Short Range Devices
2.	Public Radio-communication & Private Land Mobile Radio Equipment		
	IDA TS LMR	Jun 14	Technical Specification for Land Mobile Radio Equipment
3.	Radio Amateur Equipment		
	IDA TS AR	May 11	Technical Specification for Amateur Radio Equipment
4.	Cordless Telephones and Cordless Telecommunication Systems		
	IDA TS CT-CTS	May 11	Technical Specification for Cordless Telephone and Cordless Telecommunication Systems
5.	Digital Radio-communication Transceiver		
5.1	IDA TS CMT	Jun 11	Technical Specification for Cellular Mobile Terminal
5.2	IDA TS CBS	Jun 11	Technical Specification for Cellular Base Station and Repeater System
5.3	IDA TS GMPCS	Aug 11	Technical Specification for Global Mobile Personal Communication by Satellite (GMPCS) Terminals
6.	Wireless Broadband Access Equipment		
	IDA TS WBA	Nov 12	Technical Specification for Wireless Broadband Access (WBA) Equipment
7.	Radio Pagers (Public Paging Service)		
	IDA TS RPG	May 11	Technical Specification for Radio Pagers (Public Paging Service)
8.	Ultra-Wideband (UWB) Devices		
	IDA TS UWB	May 11	Technical Specification for Ultra-Wideband (UWB) Devices
9.	2nd Generation Digital Terrestrial Television Broadcasting System (DVB-T2)		
	IDA/MDA TS DVB-T2 (Issue 1 Revision 1) <i>(in force until 2 Feb 2015)</i>	Mar 13	Technical Specification for Integrated Receiver Decoder (IRD) for use with second generation Digital Terrestrial Television broadcasting system (DVB-T2)
	IDA/MDA TS DVB-T2 (Issue 1 Revision 2) <i>(in force from 2 Feb 2015)</i>	May 14	

Note: Please download the latest version (Issue & Revision) of the applicable IDA Technical Specification in force, and track developments for new release, revision or withdrawal of any Technical Specification from IDA's website:

<http://www.ida.gov.sg/Policies-and-Regulations/Industry-and-Licensees/Standards-and-Quality-of-Service>

Where applicable, the requirements to comply with IEC 60950-1 for electrical safety and IEC CISPR 22 for electromagnetic compatibility (IDA EMC framework) are defined in the Technical Specifications.

Any change of technical requirements is highlighted in the Addendum/Corrigendum to the respective IDA Technical Specifications.

Checklist for Conformity Assessment of Certification Bodies (IDA CB Checklist)

No.	Description	ISO/IEC 17065	ISO/IEC Guide 65	Yes/No	Applicant's Reference ²
1	General Requirements	§ 4			
1.1	CB is a legal entity located in Singapore or MRA partner's territory.	4.1.1	4.2 (d)		
1.2	CB has legally enforceable agreement for provision of telecom product certification.	4.1.2	4.2 (g), 8.1.2, 8.2.1		
1.3	CB has a certification scheme, which has control over the use of certificates issued.	4.1.3	14		
1.4	CB has adequate arrangements to cover liabilities arising from its operation.	4.3	4.2 (h), (i)		
1.5	The policies and procedures under which the CB operates, and the administration of them, shall be non-discriminatory.	4.4	4.1		
1.6	CB is responsible for the management of all information obtained or created during the performance of certification activities.	4.5	4.10		
1.7	CB maintains and makes available the following information: a) Evaluation procedures, rules for certification; b) Means by which CB obtains financial support, and fees to be charged; c) Rights and duties of applicants; and d) Procedures for handling of complaints and appeals.	4.6 4.6 (a), 7.1.3	4.8.1 (b), (c), (d) (e), (f), 8.1.1, 8.1.3		
2	Structural Requirements	§ 5			
2.1	CB's certification activities are structured and managed to safeguard impartiality. CB has mechanism for safeguarding impartiality.	4.2, 5.1, 5.2	4.2 (a),(c), (e), (l), (m), (n), (o) 4.5.3 (d), (e)		
3	Resource Requirements	§ 6			
3.1	CB has competent and sufficient number of personnel to cover its operation related to the certification scheme, and applicable IDA technical standards (with reference to Annex 2).	6.1	4.2 (j), 5.1.1, 4.10.1, 4.5.3 (c), (i), 5.2.2, 5.2.3		
3.2	CB performs evaluation activities with internal resources under its direct control. It meets the requirements of ISO/IEC 17025 for testing products.	6.2.1	4.3		
3.3	CB performs evaluation activities with external resources (outsourcing). It meets the requirements of ISO/IEC 17025 for testing products.	6.2.2.1, 6.2.2.2	4.4		
3.4	CB has legal binding contract with body that provides the outsourced service.	6.2.2.3	4.4		
3.5	CB takes responsibility for all activities outsourced to another body.	6.2.2.4	4.4, 4.5.3 (j)		
4	Process Requirements	§ 7			
4.1	CB operates a certification scheme covering its certification activities.	7.1.1	1.1, 1.2		
4.2	CB evaluates telecoms products against requirements specified in the applicable IDA published standards.	7.1.2	4.1.3, 4.3		
4.3	Explanations to the application of IDA standards shall be made available, established by impartial persons or working groups with the necessary technical competence.	7.1.3	8.1.3		
4.4	CB obtains the necessary information to complete the certification process according to the certification scheme.	7.2	8.2		
4.5	CB conducts application review to ensure that it has the competence and capability to perform the certification activities.	7.3	9.1		
4.6	CB manages the evaluation activities with a plan and takes responsibility for the evaluation results.	7.4	9.2, 9.3, 9.4, 4.3, 10. 4.4, 11		

² Besides using this column for entering references to supporting documents, CB may also use it to indicate its transition plan from ISO/IEC Guide 65 to 17065 for the respective areas of requirements.

Checklist for Conformity Assessment of Certification Bodies (IDA CB Checklist)

No.	Description	ISO/IEC 17065	ISO/IEC Guide 65	Yes/ No	Applicant's Reference See Footnote 2
4.7	CB assigns personnel to review all information and results related to the evaluation.	7.5			
4.8	CB is responsible and retains authority for decisions relating to certification, and assigns personnel to make certification decision based on information related to the evaluation. The certification decision is carried by personnel not involved in the evaluation process.	7.6	4.2 (b),(f), 12.1, 12.2		
4.9	CB provides the client with formal certification documentation.	7.7	12.3		
4.10	CB maintains information on certified telecom products.	7.8	4.8.1 (g)		
4.11	Where required, CB initiates surveillance of telecom product(s) covered by the certification decision in accordance with the certification scheme.	7.9	13		
4.12	CB considers all changes affecting certification, including changes initiated by the client, and decides on the appropriate action.	7.10	4.6.2 (c), 6, 12.4, 13.2		
4.13	CB considers and decides on the appropriate action when non-conformity with certification requirements is substantiated.	7.11	4.5.3 (l), 4.6.1, 4.6.2		
4.14	CB retains records to demonstrate that certification process requirements have been effectively fulfilled, and ensures that confidentiality of records is maintained.	7.12 / 8.4	4.9		
4.15	CB has a documented process to receive, evaluate and make decisions on complaints and appeals.	7.13	4.2 (p)		
5	Management System Requirements	§ 8			
5.1	CB establishes and maintains a management system that is capable of fulfilling requirements of either Option A or Option B of the ISO/IEC 17065.	8.1	4.2 (k)		
5.2	Performance of management system of CB is reported to CB's top management to ensure its effectiveness in achieving international standards.	8.2	4.8.2		
5.3	All related documents, processes, and records shall be linked to the documentation of the management system.	8.2.4	4.2 (l)		
5.4	All personnel involved in certification activities shall have access to parts of the management system and related information that are applicable to their responsibilities.	8.2.5	4.5.3 (h), 5.1.2		
5.5	CB has procedures to control approval, review, update of documents (internal and external), ensuring that documents are identified for controlled distribution and use.	8.3	4.8.2		
5.6	CB has procedures to control identification, storage, protection, retrieval, retention and disposition of records.	8.4	4.9		
5.7	CB has procedures for regular top management review of CB's management system.	8.5	4.7.2		
5.8	CB has procedures for conducting yearly internal audits.	8.6	4.7.1		
5.9	CB has procedures for identification and management of non conformities in its operations.	8.7	4.5.3 (k)		

Addendum/Corrigendum

Changes to IDA MRA REC SCHEME Issue 1 Rev 8, August 2011			
New Page	New Ref.	Items Changed	Effective Date
		The IDA MRA REC SCHEME Issue 2 has replaced the IDA MRA REC SCHEME Issue 1 Rev 8, Aug 2011.	15 Sep 2014
		In view of the requirement for CABs under MRA Phase II to replace their accreditation system (according to the ISO/IEC Guide 65) with an accreditation scheme according to the ISO/IEC 17065 before 15 September 2015, the IDA MRA recognition scheme has been revised as follows:	
3	§ 1.4	For clarity, foreign testing laboratories and certification bodies seeking to be recognised by IDA under an MRA are advised to approach IDA's counterparts, their national Designating Authorities.	
3	§ 2	Reference to the ISO/IEC Guide 65 has been replaced by the ISO/IEC 17065 (2012).	
4 5 6	§ 4 § 6.2 (b) § 7.3 (b)	The schematic diagram for designation of CABs, the eligibility for designation of the certification body (CB), and the application package for designation of CB have been updated with the need to be accredited to ISO/IEC 17065; or have a transition plan to replace accreditation to the ISO/IEC Guide 65 with the ISO/IEC 17065.	
5	§ 5.2	The minimum set of testing capabilities with respect to the "Checklist for Assessment on the Technical Competence of Certification Bodies" (Annex 3) has been replaced with the resource requirements to be assessed under item 3.1 of the "Checklist for Conformity Assessment of Certification Bodies" (new Annex 3), with reference to list of technical regulations (standards updated in Annex 2).	
7	§ 7.8	For clarity, added that the "Validity of IDA's recognition of the CAB is subject to its continuation of its designation status with the Designating Authority of the MRA partner, and accreditation status with the Accreditation Body appointed by the MRA partner."	
7 8	§ 8.3 (d) § 9.4 (d)	With the 2013 amendment to the list of Prohibited Telecommunication Equipment set out in the Third Schedule of the Dealers Regulations, item § 8.3 (d) and item § 12.4 (d) have been revised as follows: "Radio-communication Equipment operating in frequency bands 880-915 MHz, 925-960 MHz, 1900-1980 MHz and 2110-2170 MHz except Cellular Mobile Phones or such other equipment approved by IDA."	

Addendum/Corrigendum

Changes to IDA MRA REC SCHEME Issue 1 Rev 8, August 2011 (Cont'd)			
New Page	New Ref.	Items Changed	Effective Date
11	Annex 1	Under the Designation Procedure, the CB must have been assessed according to the requirements defined in the ISO/IEC 17025: 2005 and/or the ISO/IEC 17065: 2012.	15 Sep 2014
12	Annex 2	<p>The List of Technical Regulations has been updated: Table 1 – Technical Specifications for Line Terminal Equipment Table 2 – Technical Specifications for Radio-communication Equipment</p> <p>CABs are advised to download the latest version of the applicable Technical Specification, and track developments for new release, revision or withdrawal of any Technical Specification from IDA's website.</p> <p>http://www.ida.gov.sg/Policies-and-Regulations/Industry-and-Licensees/Standards-and-Quality-of-Service</p>	
14	Annex 3	<p>"Checklist for Assessment on the Technical Competence of Certification Bodies" (Annex 3) has been replaced with "Checklist for Conformity Assessment of Certification Bodies" (the "IDA CB Checklist" in Annex 3).</p> <p>The new IDA CB Checklist is intended for:</p> <ul style="list-style-type: none"> (a) Guiding the CB to align its operation with the ISO/IEC 17065; and (b) Enabling CB assessment to focus on competent and sufficient number of personnel to cover its operation related to the applicable IDA technical standards listed in Annex 2. <p>CBs may also use this Checklist to indicate its transition plan from ISO/IEC Guide 65 to 17065 for the respective areas of requirements.</p>	